

Helicopter Module

Checklist #16

Helicopter module includes helitack/rappel crews, support vehicles, facilities and contracted helicopter. The IHOG "helicopter crew and base readiness evaluation" may be used in lieu of this checklist.

Location:

Date:

Respondent:

Reviewed By:

Key Code: E = Exceeds Standard M = Meets Standard NI = Needs Improvement NR = Not Reviewed		
Code	Description	Remarks
MODULE ADMINISTRATION		
	1. Module meets national organization guidelines. Helitack manager Assistant manager Lead Module member Module members	
	2. Qualifications are met for all module members.	
	3. Helicopter module has adequate number of trained personnel.	
	4. Module has participated in a documented tailgate safety session weekly or at the beginning of each project.	
	5. Module is familiar with job hazard analysis process, unit safety plan and can readily access this information.	
	6. Radio operations meet requirements of: a) minimum number of radios b) knowledge of radio programming c) understand frequency authorization and use issues d) cloning cables / plugs.	
	7. Module is familiar with location of safety items, such as first aid kit and fire extinguisher.	
	8. Module has completed the following training (per agency standards): a) annual fire fighter safety refresher and understands/can apply the 10 Standard Firefighting Orders, 18 Watch Out situations, and LCES	

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	b) participate in additional fire shelter drills and field exercises c) defensive driving d) first aid, blood-borne pathogens, CPR e) hazardous materials awareness/MSDS f) chainsaw (S212 or equivalent) g) power tool training h) the risk management process i) wildland/urban interface j) pumps/water handling k) basic helicopter safety as appropriate to their aviation activities)transportation of hazardous materials l) loading/unloading passengers and cargo m) hover hook-ups and long line operations n) aerial ignition o) rappel operations p) other.	
	9. Module members meet all qualifications required of their positions and have current red cards.	
	10. Individual files document experience and are current in the agency's qualifications system.	
	11. Appropriate taskbooks are initiated for module members.	
	12. Module members have attended employee orientation to include: a) mutual respect / civil rights b) local resource management issues (noxious weeds, riparian areas, cultural sites, wilderness, etc.) c) roles and responsibilities/chain of command/unit organization d) base operations plan e) other.	

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	13. Module has access to adequate training materials and equipment (training library, videos, reference materials, internet, overhead projectors, slide projectors.)	
	14. Module participates in a physical fitness program to include: a) completion of "the pack test" b) awareness of and meeting documented agency fitness program standards c) using the program regularly d) documenting and evaluating progress e) note time allotted for PT.	
	15. Supervisors are familiar with administrative issues and prepare proper documents as required: a) T&As b) crew time reports c) fire time reports d) travel records e) accident reports f) training records g) aircraft payment forms h) contract/daily diaries.	
	16. Incident/hazards are properly recorded and submitted using SAFECOM's.	
	17. Module has knowledge of and meets agency mobilization standards, including: a) mobilization and get away time frames b) duty limitations (pilot/driver/module) c) work/rest requirements. d) transportation of air crews to and from lodging/eating facilities.	

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	18. Supervisors are familiar with air cargo transport limitations and requirements including: a) purging of gas receptacles b) air transport manifesting c) weight limitations d) safe packaging procedures for specialized equipment.	
	19. Personal fire equipment meets the following standards: a) personal protective equipment is issued and serviceable b) personal fire gear bag ready c) line gear is ready d) all equipment meets weight standard.	
PREFLIGHT PLANNING		
	20. Air crews and helicopter personnel are familiar with the helicopter flight planning sections of the interagency helicopter operations guide and agency handbook flight planning requirements.	
	21. A helicopter preflight is completed daily and documented.	
	22. The pilot obtains flight weather data for mission planning purposes.	
	23. The dispatch office furnishes the helicopter module with adequate information to accomplish missions safely and effectively.	
	24. A preflight briefing is held prior to every flight that addresses mission objectives, hazards, etc.	
	25. Load calculations and manifests are completed properly for all flights. (Per agency standards)	

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	26. The base has an established plan for flight dispatch, flight plans, and flight following.	
	27. Air personnel are aware of dispatch requirements as contained in the aircraft procurement document.	
	28. A safety briefing has been held with all air crews concerning local known hazards.	
	29. A small scale hazard map is carried aboard the aircraft.	
	30. Flight following procedures meet safety requirements.	
	31. The interagency daily helicopter operations checklist is used on multiple aircraft incidents or projects.	

CRASH-RESCUE

	32. Appropriate helibase personnel have received training in crash-rescue procedures and use of extinguishers.	
	33. Personnel assignments have been made in the event of a crash at the helibase.	
	34. A crash-rescue drill has been completed this year.	
	35. The aircraft emergency response plan is clearly posted and/or accessible at the helibase.	
	36. The local unit search and rescue plan is clearly posted and/or accessible at the helibase.	
	37. All personnel have been briefed on their responsibilities relative to both the aircraft emergency response and the search and rescue plans.	

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AERIAL IGNITION OPERATION		
	38. Equipment is clean and in operable condition.	
	39. PSD log is complete.	
	40. Annual certification is complete.	
	41. Storage meets all hazardous material requirements.	
RAPPEL OPERATIONS		
	42. Proficiency requirements are met and documented.	
	43. Individual rappel logs are current and complete.	
	44. Adequate equipment is provided for program.	
	45. Equipment logs are current and complete.	
	46. Annual inspections of rappel anchor are complete and documented.	
FACILITIES		
	47. Housekeeping standards are established and met.	
	48. Safe food handling procedures are practiced.	
	49. Facility security is adequate.	
	50. Facility is signed appropriately.	
	51. Facility meets needs of personnel/ equipment/mission.	
	52. The pilot and module ready room/standby area is adequate.	
	53. Condition and adequacy of module overnight quarters are acceptable.	

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	54. Back-up/auxiliary power system is adequate.	
	55. First-aid kit is available and in good condition.	
	56. Cache inventory meets needs of resources working out of the facility.	
	57. Fire tools/kits meet standards.	
	58. Tools are properly marked and stored.	
	59. Inventory and use records are available and current.	
	60. Fire rations are adequately stored.	
	61. Adequate space is available for training functions.	
	62. Fire vehicles are adequately sheltered.	
	63. Bulletin board includes appropriate postings such as: a) employee right-to-know information / MSDS b) organization chart c) first aid procedures d) 10 Standard Fire Orders e) 18 Watch Out Situations f) facility fire plan g) fire danger information h) fire weather information i) smoking policy j) sexual harassment policy / EEO counselors k) Department of Labor required information.	
	64. Personnel are familiar with posted material.	

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	65. Safety equipment available includes: a) smoke alarms b) first aid kits c) CO detectors d) fire extinguisher e) illuminated exit signs f) equipment property number.	
	66. Agency safety inspection is complete.	
	67. Provisions for mixed gender crews are adequate.	
	68. Overall facility condition, inside and out, is adequate.	
	69. Storage of flammables/hazardous materials meets standards.	
	70. Base office has adequate space (office and standby) for the number of personnel working there and for intended operations.	
	71. Office is well-organized (materials and references accessible and labeled).	
	72. Office equipment and furniture are in acceptable condition.	
	73. A local area communication plan is posted in both the office and pilot ready room. Frequencies are posted on this plan.	
	74. A public address system is operational at the base.	
	75. Base has VHF-AM equipment.	
	76. Appropriate, authorized frequencies are assigned.	
	77. The telephone system is adequate for intended activity.	
	78. Appropriate phone numbers (local dispatch, crash rescue, FBO, etc.) are clearly posted.	

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	79. The helicopter/helibase operation plan is current and available and follows IHOG standards.	
	80. Adequate references are available at the base (see IHOG list) including an annual helibase directory.	
	81. Daily schedule and assignments made and posted.	
	82. Power checks are completed and posted in graphic format.	
	83. A local map of known flight hazards is posted as follows: a) The hazard map is accessible to both helicopter module and pilot(s) b) The map has been updated c) Date of last revision d) A key on the map identifies hazards e) Military training routes and special-use airspace are clearly marked.	
HELIBASE LOCATION AND LANDING AREA		
	84. Helibase and/or helispot location is appropriate.	
	85. Wind indicator(s) is properly placed.	
	86. Foreign object damage avoidance and dust control measures are in place.	
	87. Warning signs are posted appropriately.	
	88. Ramp is fenced and security is adequate.	
	89. Proper fueling procedures are followed.	
	90. Crash-rescue and evacuation kits are available at the landing areas.	
	91. First-aid kit is available at the landing area.	

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	92. First-aid kit is well-maintained.	
	93. Lighting is adequate for night use.	
	94. Extinguishers are appropriate and have been inspected.	
	95. Aircraft-type fire extinguishers are located at each landing pad.	
	96. All electrical equipment is properly grounded.	
	97. Water is available at pad(s) for aircraft wash down.	
RETARDANT FACILITIES (IF APPLICABLE)		
	98. Mixing/handling of equipment is adequate.	
	99. Environmental considerations are addressed.	
VEHICLE MECHANICAL		
	100. The following engine/apparatus meets standards: a) horn b) siren c) radio d) electrical - lights e) electrical - starter f) instruments (gauges) g) tires/wheels h) chock blocks i) fuel system j) fluid levels k) air cleaners l) cooling systems m) brakes n) wipers o) steering p) exhaust q) battery/cables r) back-up alarm s) road test satisfactory.	

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	101. The following cab/body parts meet standards: a) mirrors b) under-carriage c) doors/seals d) seat belts e) windows/glass f) upholstery g) clean/organized.	
VEHICLE ADMINISTRATION		
	102. ID numbers are displayed.	
	103. Safety inspections are made as necessary and documented.	
	104. Actual gross vehicle weight is posted and meets vehicle specifications.	
	105. References/paperwork available include: a) accident report forms b) communications plan c) posted frequencies d) inventory (specific to compartment/location) e) use record current f) preventive maintenance records g) personnel accident/injury forms h) appropriate maps; i) current North American Emergency Response Guide Book j) crew time report book k) current credit card.	
VEHICLE SAFETY AND MEDICAL		
	106. Non-skid surfaces are adequate.	
	107. Fire extinguisher is current and location is identified with reflective decal.	
	108. Hazard reflectors/flares are adequate.	

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	109. Emergency equipment is adequate to include: l) drinking water m) rations n) flashlights/head lamps o) appropriate spare batteries p) additional fire shelters q) additional PPE.	
	110. First aid/trauma kit is available and appropriate size; location is identified with reflective decal.	
	111. Burn kit is adequate (optional).	
VEHICLE TOOLS/EQUIPMENT		
	112. Jack (serviceable for GVW) is adequate.	
	113. Lug wrench is adequate.	
	114. Tow chain, cable or strap is adequate.	
	115. Jumper cables are adequate.	
	116. Tool box with appropriate tools is adequate.	
	117. Hand tools meet inventory standards and are in good condition.	
	118. Chainsaw meets specifications including: a) clean/initial attack ready b) kit c) fuel d) starts.	
	119. Bolt cutters are adequate.	
	120. Backfiring fusee/drip torches are adequate.	
	121. Belt Weather Kit is adequate.	